



**Montana Legislative Services Division**  
**Legal Services Office**

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**SENATE JUDICIARY**

Exhibit 1

Date 1/7/15

Bill N           

**TO:** Members of the Senate Judiciary Committee

**FROM:** Julianne Burkhardt, Staff Attorney, Legislative Services Division

**DATE:** January 6, 2015

**SUBJECT:** Standing Committee Staffing

In support of the Senate Judiciary Committee, I will perform the following functions:

- draft all proposed amendments upon request of individual committee members before executive action on a given bill and combine amendments that are adopted for the committee report (please provide me with 24 hours notice);
- draft proposed amendments to be moved on Second Reading before the full Senate or House of Representatives upon request of a committee member;
- draft committee bills;
- review legislation and advise the committee as to constitutionality, internal consistency, possibility of conflict with existing provisions and other bills, and compliance with other bill drafting provisions, such as grammar, punctuation, word choice, and statutory sentence structure;
- attend subcommittee meetings to perform the appropriate functions listed above;
- attend conference committee or free conference committee deliberations as assigned to perform the appropriate functions listed above; and
- assist the committee or an individual committee member in obtaining data or other pertinent information from state or local agencies, the federal government, or other states pertaining to bills under deliberation by the committee.

We look forward to working with you. If you have any questions, please call me at (406) 444-4025 or send me an e-mail message at [jburkhardt@mt.gov](mailto:jburkhardt@mt.gov).